CARBIS Events Calendar Entry Form

☐ Event Add   ☐ Event Change

TO: _____ , Events Calendar Content Coordinator

FIELD NAME	FIELD CONTENT		
Begin Date/Time			
End Date/Time			
Event Title/Description (up to 250 characters)			
Page/E-Mail Address ("More Info")	http://		
Event Type	☐ ARB Board Mtg. ☐ ARB Workshop (complete data entry form for "What's New" posting; see http://inside.arb.ca.gov/ds/ds.htm)	☐ Conference ☐ Hearing (complete data entry form for "What's New" posting; see http://inside.arb.ca.gov/ds/ds.htm)	☐ Legal Hearing ☐ Management Mtg. ☐ Other ☐ Outreach ☐ Seminar ☐ Standing Cmte. ☐ Training Course
Event Status (*please check*)	☐ Public ☐ Employee		
Location (be specific)			
City			
Attendee(s) Name and/or one Contact Person for the event.	Attendee(s) and/or Contact (Yes/No) 1. _____ 2. _____ 3. _____ _____		
ARB Division/Office			
Comments to your Events Calendar Coordinator.			

Prepared By: _____   Date: _____
(Branch Chief or above) Signature: _____   Date: _____

INSTRUCTIONS FOR COMPLETING THE CARBIS EVENTS CALENDAR ENTRY FORM

This form provides each Division or Office events calendar "content coordinator" with the information required to accurately key-enter your event into the events calendar database. All fields (except the "Comments to Your Events Calendar Coordinator" field) must be filled in for the record to be updated into the events calendar database.

The **"Title/Event Description"** will always be provided by the event coordinator. If the event is a regularly scheduled event, then please determine how this event is routinely labeled so that a consistent title is given to it. You have up to 250 characters for the event title and description.

"Event Type" – Check the appropriate box. If the event is a **"workshop"** or **"hearing"** please go to "Data Services" (http://inside.arb.ca.gov/ds/ds.htm) and complete the data entry form to add a "What's New" posting.

The **"Event Status"** -- Check the appropriate box. The "Event Status" will determine the distribution of the event announcement. An event is either **"Employee" or "Public."** Public refers to an event sponsored by the ARB and in which the notice of ARB's participation should be made public as opposed to an employee event in which the notice is merely for internal purposes. **WHEN IN DOUBT, THE CONTENT COORDINATOR WILL CODE THE EVENT "EMPLOYEE."**

The field entitled **"Page/E-mail Address (More Info.)"** is required to be completed for all events, as every event must cross-reference, at a minimum, back to an **"event contact."** This contact person may be identified in a cross-referenced CARBIS document such as a meeting notice, a meeting agenda or via that person's Internet e-mail address.

If the "More Info" cross-reference is to a document, please indicate the document's Web address. For example, a document such as "Board Meeting Agenda for 10/24/96" would have the Web address "http://www.arb.ca.gov/board/ma/ma102496.htm." If there is no such document, and there is an event contact with e-mail then please provide this e-mail address. For example, the Help Line attendant's Internet e-mail address for the events calendar would be "mailto:helpline@arb.ca.gov".

The **"Location"** and **"City"** represent the actual address for the event. Please be as specific as possible.

The **"Attendee(s)"** should be the person(s) attending the event and the **"Division/Office"** should be the Office or Division within the ARB for whom the attendee is employed.

For each attendee, please indicate whether that person is the **"Contact"** for the event. We are looking for at least one contact per event.

Any contents placed in the **"Comment"** field will not be reflected on the database or in the resulting entry in the events calendar. This area merely provides an area for you to communicate miscellaneous information to your Division/Office "content coordinator" regarding the event (such as when the event should be posted if not immediately).